

PRISM

PRISM 5.0, Service Pack 5

New Functionality



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Overview

This document describes the changes made in PRISM 5.0 in Service Pack 5.



Your Notes

[illegible]

System Setup

This section covers the enhancements and changes made to System Setup in PRISM 5.0, Service Pack 5.

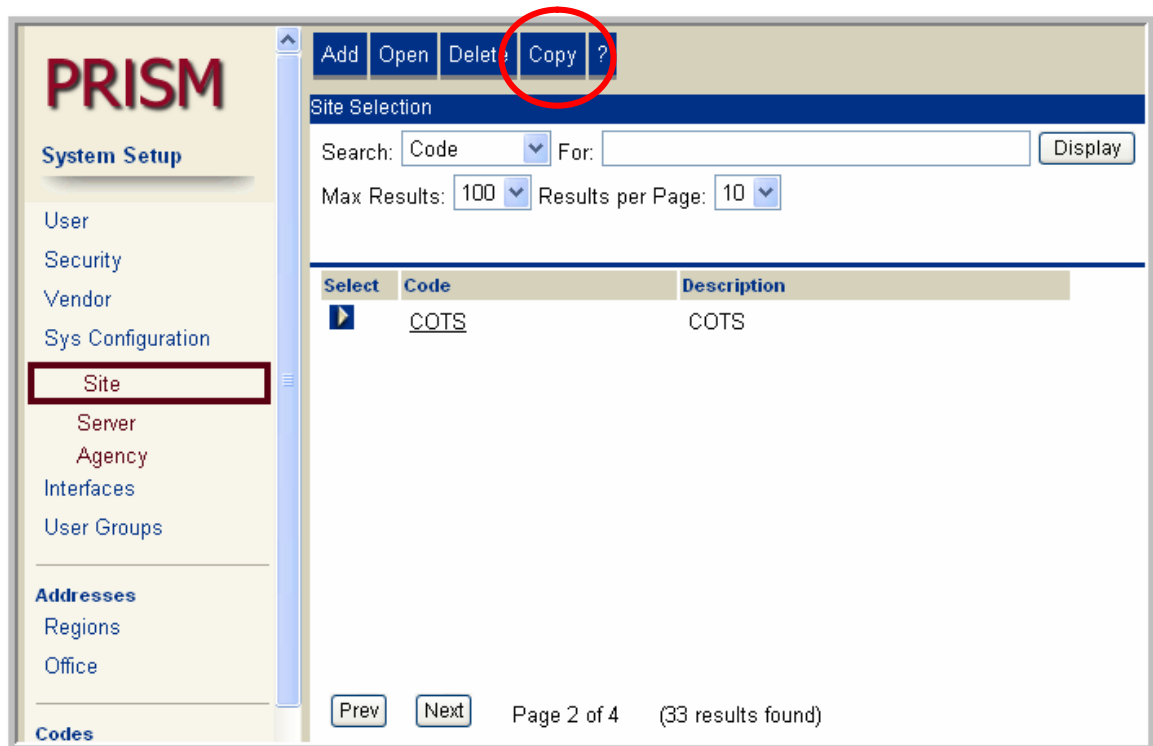
Copy Site

The ability to copy sites has been added to PRISM; the **Copy** button was added to the Site Selection page.

When you copy a site, PRISM copies everything but the site code, site description, and parent site. When you edit the copied site, you can still edit these three fields, but they do not copy over from the original site.

To access this page, follow these steps.

1. From the PRISM Welcome page, click **System Setup**.
2. Click **Sys Configuration**. The Site Selection page displays.



3. Select the site you want to copy, and click **Copy**. The Copy Site page displays.

This screen shot illustrates how this page might look at your agency.

Field Definitions

This table lists the fields on this page, and descriptions of each.

Field Name	Description
Code	Type the site code for the new site.
Description	Type a description of the new site.
Parent Site	Type or select the parent site if one is associated with the new site.

Button Definitions

This table lists the buttons on this page, and descriptions of each.

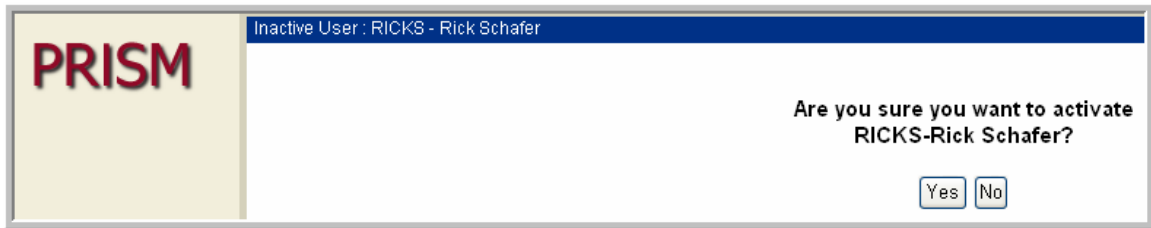
Button Name	Description
Submit	Click to save your work and return to the previous page.
Cancel	Click to return to the previous page without saving your work.

Reactivating Users and Updating Passwords

PRISM has been enhanced to enable you to update passwords when you reactivate users.

To see this new functionality, follow these steps.

1. From the PRISM Welcome page, click **System Setup**.
2. Click **User**. The User Selection page displays.
3. In the *Status* field, select **Inactive**.
4. Click **Display**. PRISM displays a list of inactive users.
5. Select the user you want to reactivate and click **Activate**. At the "Are you sure you want to activate [user ID and name]?" prompt, click **Yes**. The Inactivate User page displays.

A screenshot of a PRISM application dialog box. On the left is a yellow box with the word "PRISM" in red. The main area has a blue header bar that says "Inactive User : RICKS - Rick Schafer". Below the header, the text "Are you sure you want to activate RICKS-Rick Schafer?" is displayed. At the bottom right are two buttons: "Yes" and "No".

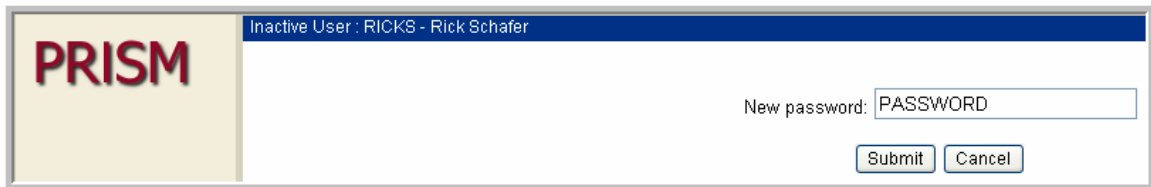
PRISM

Inactive User : RICKS - Rick Schafer

Are you sure you want to activate RICKS-Rick Schafer?

Yes No

6. In the *New password* field, type the new password.

A screenshot of a PRISM application dialog box. On the left is a yellow box with the word "PRISM" in red. The main area has a blue header bar that says "Inactive User : RICKS - Rick Schafer". Below the header, the text "New password:" is followed by a text input field containing the word "PASSWORD". At the bottom right are two buttons: "Submit" and "Cancel".

PRISM

Inactive User : RICKS - Rick Schafer

New password: PASSWORD

Submit Cancel

7. Click **Submit**. The User Selection page displays.

EPLS and PPIRS Launching

The **EPLS** and **PPIRS** buttons are new on the Vendor Selection page. They provide an easy way for you to access the EPLS and PPIRS Web pages while you are in the vendor.

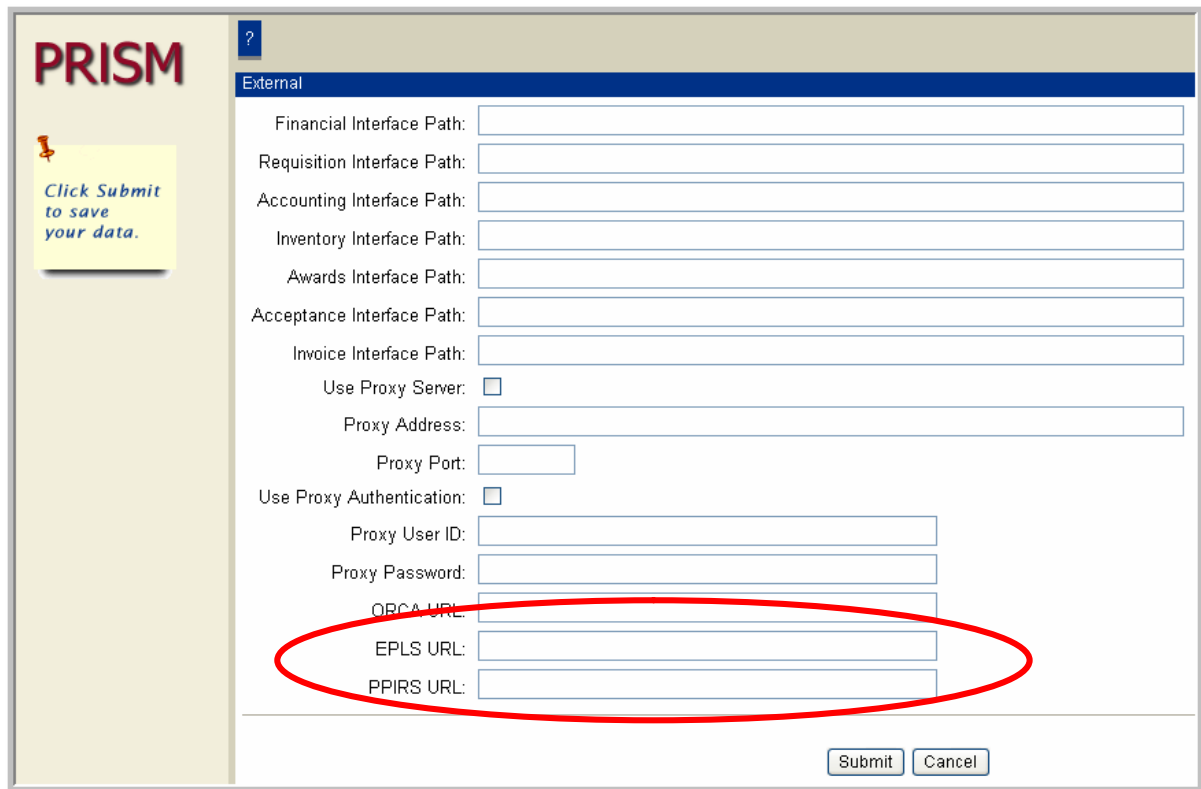
To facilitate the new buttons on the Vendor Selection page, the *EPLS URL* and *PPIRS URL* fields were added to the External page (the page for external information). They enable you to set up URLs for the Excluded Parties List System (EPLS) and the Past Performance Information Retrieval System (PPIRS).

System Setup – External Summary Page

To access this page, follow these steps.

1. From the PRISM Welcome page, click **System Setup**.
2. Click **Interfaces** on the left menu. The External Summary page displays.
3. Click **Edit**. The External page displays.

This screen shot illustrates how this page might look at your agency.



The screenshot shows the 'PRISM' logo on the left and a sidebar with a yellow sticky note that says 'Click Submit to save your data.' The main area is titled 'External' and contains several input fields for interface paths: Financial Interface Path, Requisition Interface Path, Accounting Interface Path, Inventory Interface Path, Awards Interface Path, Acceptance Interface Path, and Invoice Interface Path. Below these are checkboxes for 'Use Proxy Server' and 'Use Proxy Authentication', followed by fields for Proxy Address, Proxy Port, Proxy User ID, and Proxy Password. At the bottom, there are three fields for ORCA URL, EPLS URL, and PPIRS URL, which are circled in red. 'Submit' and 'Cancel' buttons are at the bottom right.

System Setup – Vendor Selection Page

To access this page, follow these steps.

1. From the PRISM Welcome page, click **System Setup**.
2. Click **Vendor** on the left menu. The Vendor Selection page displays.

This screen shot illustrates how this page might look at your agency.



The screenshot shows the 'PRISM' logo on the left and a sidebar with 'System Setup' selected. The main area is titled 'Vendor Selection'. At the top, there are buttons for 'Send', 'Add', 'Open', 'Delete', 'ORCA', 'EPLS', and 'PPIRS', with 'EPLS' and 'PPIRS' circled in red. Below these are search filters: 'Type: Permanent Vendors Only', 'Search: Code', 'For: [blank]', 'Active CCR Registration: Both', 'Max Results: 100', and 'Results per Page: 10'. A 'Display' button is on the right. A table lists vendors with columns for 'Select', 'Code', 'Name', 'Contact Phone', 'DUNS', and 'TIN'.

Select	Code	Name	Contact Phone	DUNS	TIN
<input checked="" type="checkbox"/>	CSS	Compusearch	703-481-3699	130698921 + 0000	56-
<input type="checkbox"/>	DB5674	Value Warehouse (Type B) (1.72)	1-667-436-3338	468844166	79-

Vendor Changes

This section documents changes made to System Setup | Vendor.

Default Mailing Address

The Address section on the General Summary page and the General Information page for vendors was renamed to Default Mailing Address.

Before

This is what the Address section on the General Summary page looked like before this change.

The screenshot displays the 'General Information' page for a vendor, identified by the ID '001317189-PRC'. The page features a sidebar on the left with the 'VFO' logo and a yellow sticky note that reads 'Click Submit to save your data.' The main content area is divided into sections. The 'Address' section is highlighted with a large red circle. This section includes input fields for 'Address 1', 'Address 2', 'Address 3', 'Address 4', 'City', 'State', 'ZIP', 'Country', 'Phone', 'Fax', and 'Email'. Above the 'Address' section, there are checkboxes for 'Keep +4 Constant for All Addresses.', 'Active CCR Registration', and 'CCR Exempt', along with a 'CCR Renewal Date' field. A 'Web Address' field is located at the bottom of the page.

General Information: 001317189-PRC

Keep +4 Constant for All Addresses: ☐

Active CCR Registration: ☐

CCR Renewal Date:

CCR Exempt: ☐

Address

Address 1:

Address 2:

Address 3:

Address 4:

City:

State:

ZIP:

Country:

Phone:

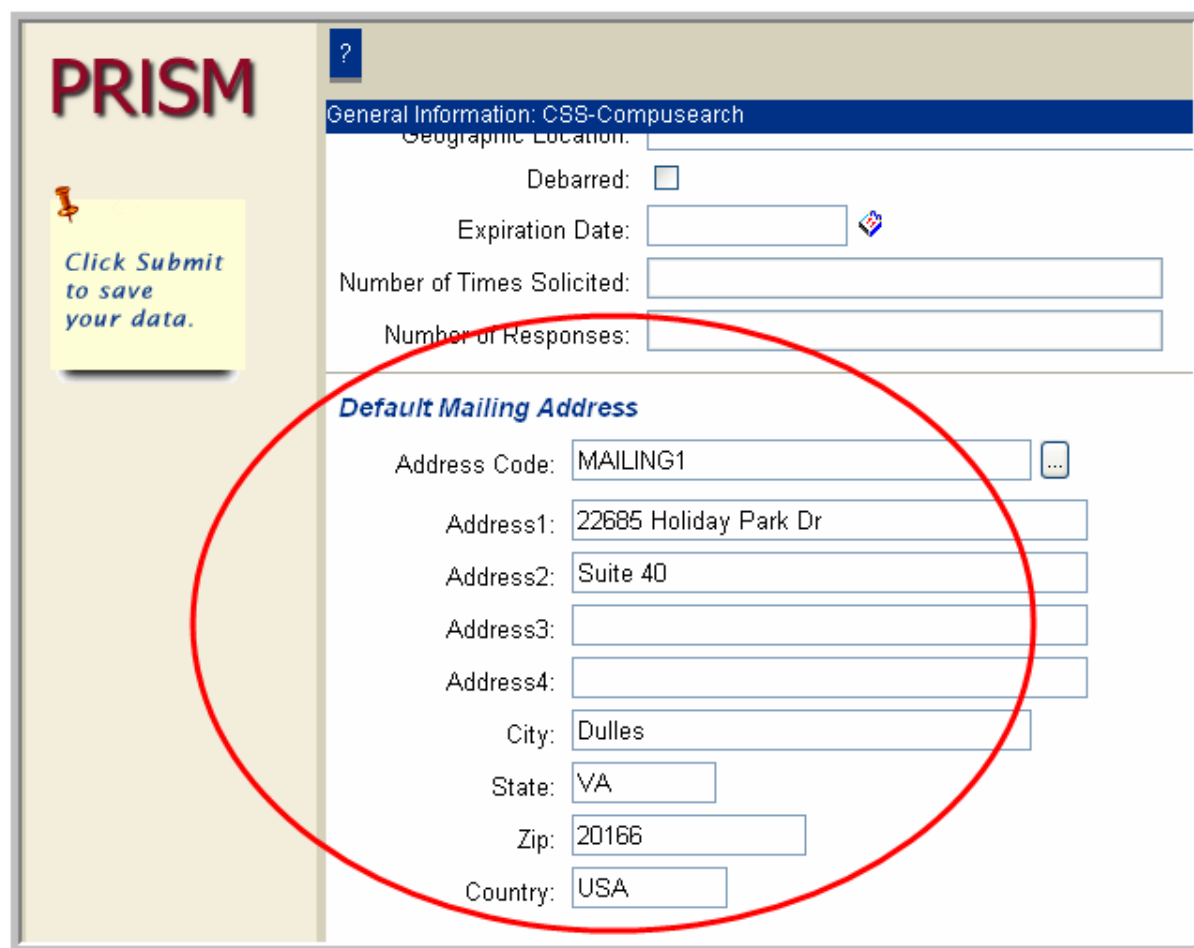
Fax:

Email:

Web Address:

After

This is what the Default Mailing Address section on the General Information page looks like after this change.



The screenshot displays the PRISM application interface. On the left, there is a sidebar with the PRISM logo and a yellow sticky note that reads "Click Submit to save your data." The main content area is titled "General Information: CSS-Compusearch". Below this title, there are several input fields: "Geographic Location:", "Debarred:" (with a checkbox), "Expiration Date:" (with a calendar icon), "Number of Times Solicited:", and "Number of Responses:". The "Default Mailing Address" section is highlighted with a red circle. This section contains the following fields: "Address Code:" (with the value "MAILING1" and a dropdown arrow), "Address1:" (with the value "22685 Holiday Park Dr"), "Address2:" (with the value "Suite 40"), "Address3:", "Address4:", "City:" (with the value "Dulles"), "State:" (with the value "VA"), "Zip:" (with the value "20166"), and "Country:" (with the value "USA").

Vendor Pick List

In the past, when you used the vendor lookup button on the General Information page, the addresses that displayed for each vendor in the list on the Vendor Selection page used to be their primary address, but now it is their default mailing address.

This screen shot illustrates the lookup button for the *Vendor* field.

PRISM

Contract

Main

General

Additional Info

UCA

Text

Change Text

Payments

Limits

Discount

Volume Discount

Summary

Items

Vendor

Recurring Obligations

Synopsis

Package

Supporting Docs

Summary Report

Route Self Approve Release View Form View Consolidated Modify Delete FPDS Net View On Renumber ?

Contract Information

Contract Number: CON090105E Stage: Modified Award Number of Items: 0

Version: P00001-In Progress Net View: Off Total Amount: \$0.00

Obligation: \$0.00

General Information

Owner: Albert Wenders

Award Type: Fixed-price

Award Date: 10/19/2005

Effective Date: 10/19/2005

Completion Date:

Admin Office: ADM1 Edit

Issuing Office: ISS1 Edit

Invoice Office: INVOICE Edit

Vendor: CSS Compusearch Software Systems, Inc.

Buyer: ALWENDERS

Contracting Officer: JENNIFER

Contracting Officer Representative:

This screen shot illustrates the addresses that display for the vendors in the list on the Vendor Selection page.

Vendor Selection

Search: Name For: Display Cancel

Active CCR Registration: Both Max Results: 100 Results per Page: 10

Code	Name	Contact Name	Contact Phone	DUHS	Section 8(a)	TIN	Address1	City
2222222	AARON B. FLOYD	AARON B. FLOYD	703-446-2376	121544076		16-3458990	123 GO BLVD	ORLAN
9999999	Angels Inc	Angels Inc	703 456 7890	000000000		00-1122344	1234 Heavenly Blvd.	Highwa
8888888	BRUCES BUSINESS	BRUCE	34234-324234-3242	057346777		00-0000003	23423 WHISPER WAY	RESTC
9151969	Barb's Business	Barb	703-301-1234	9151969	N	12-3456789	29 East Seminary Rd	Alexan
4366679	Bill doe	Bill doe		123456	Y	77-7775555	233 Main Street	Laurel
130698921	Compusearch Software Systems		7034813699	130698921 + 0000		54-1511111	22685 Holiday Park Drive	Dulles
CSS	Compusearch Software Systems, Inc.	John Doe	703-893-7200	345657923		98-7654321	22685 Holiday Park Drive	Dulles
COMPCOL	Computer Colony	Mark	800-222-2222	222222222		12-3456789	1325 Technology Court	Sterling
COMPDOME	Computer Dome	Jane Doe	1-800-000-0000	111111111		12-1111111	1500 Technical Street	Sterling
5139746	Cooper Tires			5139746		36-9852147	125 Main Street	St Cha

Next Page 1 of 5 (43 results found)

Editing the Vendor Address

PRISM has been enhanced so you can now edit the vendor address on both the General Information page (System Setup | Vendor | select vendor | Edit | General Information page) and the Address page (System Setup | Vendor | select vendor | Edit | Address | Add, or select address and Edit | Address page).

Changes you make on one of the pages listed above are changed on the other page, too.

General Information Page

This screen shot illustrates where you can set up and maintain vendor address information on the General Information page.

The screenshot shows the PRISM application interface. On the left is a sidebar with the PRISM logo and a yellow sticky note that says "Click Submit to save your data." The main content area is titled "General Information: CSS-Compusearch". Below this title are several form fields: "Geographic Location:" (empty), "Debarred:" (checkbox), "Expiration Date:" (text box with a calendar icon), "Number of Times Solicited:" (text box), and "Number of Responses:" (text box). Below these is a section titled "Default Mailing Address" which is circled in red. This section contains the following fields: "Address Code:" (text box with "MAILING1" and a dropdown arrow), "Address1:" (text box with "22685 Holiday Park Dr"), "Address2:" (text box with "Suite 40"), "Address3:" (empty text box), "Address4:" (empty text box), "City:" (text box with "Dulles"), "State:" (text box with "VA"), "Zip:" (text box with "20166"), and "Country:" (text box with "USA").

Address Page

This screen shot illustrates where you can set up and maintain vendor address information on the Address page.

PRISM

Address :CSS - Compusearch

Address Code: MAILING1

Site:

Address1: 22685 Holiday Park Dr

Address2: Suite 40

Address3:

Address4:

City: Dulles

State: VA

Zip: 20166

Country: USA

Click Submit to save your data.

Vendor Physical Address

The selection **Physical Address** was added to the Address page for a vendor's related addresses. This address enables you to set up an address to designate the physical address at which the vendor is located, which might not be the same address to which you must send financial information, etc.



Note

If your agency is upgrading from PRISM 4.04 to PRISM 5.0, Service Pack 5, the vendor's primary address (System Setup | Vendor | General Information page in PRISM 4.04) becomes the Physical Address (System Setup | Vendor | Address | Related | Address page in PRISM 5.0, Service Pack 5).

To access this page, follow these steps.

1. From the PRISM Welcome page, click **System Setup**.
2. Click **Vendor** on the left menu. The Vendor Selection page displays.
3. Click **Add**, or select a vendor from the list and click **Open**. The General Summary page displays.
4. Click **Address** on the left menu. The Address Summary page displays.
5. Click **Related**. The Address page displays. (See screen shot, next page.)

The screenshot shows the PRISM system interface. On the left is a navigation menu with the PRISM logo and categories: Vendor, General, Business Classifications, Address, Locations, Related, EDI, Financial, and Additional Information. The 'Related' category is selected. The main area displays a table titled 'Address : CSS - Compusearch'. The table has columns: Address Types, Name, Contact Name, Phone, Address1, Address2, Address3, Address4, City, State, Zip, and Country. The 'Address Types' column lists several address types: EDI Provider Address, Previous Address, Parent Address, Affiliate Address, Alternate Business Address, Financial Address, and Physical Address. The 'Physical Address' is circled in red. The corresponding data row shows: Name: Compusearch, Geoff; Address1: 22685 Hoiiday Park Drive Suite 40; City: Dulles, VA; Zip: 20166.

Address Types	Name	Contact Name	Phone	Address1	Address2	Address3	Address4	City	State	Zip	Country
EDI Provider Address											
Previous Address											
Parent Address											
Affiliate Address											
Alternate Business Address											
Financial Address											
Physical Address	Compusearch	Geoff		22685 Hoiiday Park Drive Suite 40				Dulles	VA	20166	

Address Codes Reserved for CCR

In PRISM 5.0, Service Pack 5, the following address codes are reserved for CCR use and cannot be added to the system:

- CCR_PHYSICAL
- CCR_MAILING
- CCR_REMITTO
- CCR_SOLCOPY
- CCR_PO
- CCR_PREVIOUS

Additionally, PRISM now prevents you from editing a vendor code with one of the codes listed above.

Document-Level

This section covers the enhancements and changes made at the document level in PRISM 5.0, Service Pack 5.

Awards

This section covers changes made to awards in PRISM 5.0, Service Pack 5.

Effective Date *Field for All Award Types*

PRISM is now enhanced to include an *Effective Date* field on the General Information page for each of the following award types:

- Delivery Order
- BPA Setup
- BPA Call
- Purchase Order
- Purchase Card Order

To set up the new *Effective Date* field, follow these steps.

1. From the PRISM Welcome page, open or create one of the awards listed above. (For the sake of brevity, the steps below are for a purchase order.) The General Information page displays.
2. In the *Effective Date* field, type or select the date on which the award becomes effective. This date might differ from the award date, or the signed date.

The screenshot shows the PRISM software interface for a Purchase Order. The top navigation bar includes buttons: Route, Self Approve, Release, View Form, Delete, Cancel, Renumber, and a help icon. The left sidebar lists navigation options: Main, General (highlighted), Additional Info, Text, Discount, Summary, Items, Vendor, Recurring Obligations, Synopsis, Package, Supporting Docs, Summary Report, and Print. The main content area is titled 'Purchase Order Information' and displays fields for PO Number (BROCK00103), Version (BASE-In Progress), Stage (Award), Net View (Off), Number of Items (0), Total Amount (\$0.00), and Obligation (\$0.00). Below this is the 'General Information' section, which includes Owner (System Administrator), Requisition Number (None), Solicitation Number (None), and Purchase Order type (Priced/Unpriced). The Effective Date field, set to 09/28/2005, is circled in red. Other fields include Award Date (09/28/2005), Admin Office, Issuing Office, Invoice Office, and Vendor, each with an Edit button.

Delivery Orders/Task Orders – *Project Title* Field

The *Project Title* field is new on the Additional Information page for delivery order/task order document types. This field enables you to record the project title related to your delivery orders and/or task orders.

To access this page, follow these steps.

1. From the PRISM Welcome page, open or create a delivery order/task order. The General Information page displays.
2. Click Additional Info. The Additional Information page displays.

This screen shot illustrates how this field might look on this page at your agency.

The screenshot displays the PRISM 5.0, Service Pack 5 interface. The main header shows the PRISM logo and a navigation bar with buttons: Route, Self Approve, Release, View Form, Delete, Cancel, FPDS, Renumber, and a help icon. The left sidebar contains a 'Delivery/Task Order' section with a 'Main' menu and a list of options: General, Additional Info (highlighted with a red box), UCA, Text, Summary, Items, Vendor, Synopsis, Package, Supporting Docs, Summary Report, Protests, and Claims. The main content area is divided into two sections: 'Delivery/Task Order Information' and 'Additional Information'. The 'Delivery/Task Order Information' section displays fields for Order Number (CAREY-DO-000), Contract Number (179CON24), Version (BASE-In Progress), Stage (Award), Net View (Off), Number of Items (0), Total Amount (\$0.00), and Obligation (\$0.00). The 'Additional Information' section contains fields for NTP / Vendor Signed On, Site (COTS), Project Title (highlighted with a red oval), Confirmed with, Subsistence, Reference Your Text, NAICS Code (None), Size Standard (None), Originating Office (REQDOCID), and Is this an IT-related purchase? (No). The 'Project Title' field is highlighted with a red oval.



Your Notes

EZ REQ – New Fields

Several fields were either added or updated to enable you to better process your EZ REQs.

General Information Page – New Fields

This section lists the updates to fields on the General Information page for EZ REQs.

The *APP* field was updated with an **Associate to APP** button. Click it to access the APP Selection page, which enables you to select the APP you want to associate with your EZ REQ.

The *Project Title* and *Project ID* fields were added to this page to enable you to record your agency's projects that are associated with your EZ REQs.

The *Requested By* and *Phone* fields were added to enable you to record the name and phone number of the person requesting the items you are requesting on your EZ REQ. This is helpful when the person requesting the items differs from the PRISM user who entered the EZ REQ in the system.

To access this page, follow these steps.

1. From the PRISM Welcome page, open or create an EZ REQ. The General Information page displays.

This screen shot illustrates how these fields might look on this page at your agency.

The screenshot shows the PRISM application interface. On the left is a navigation menu with 'EZ REQ' selected. The main content area is titled 'EZ REQ Information' and 'General Information'. The 'General Information' section contains various fields for requisition details. A red oval highlights a specific set of fields: 'Requested By', 'Phone', 'APP: (None) Associate to APP...', 'Project ID', and 'Project Title'. The 'Associate to APP...' button is highlighted within the oval.

Route	Self Approve	Release	Suspend Line Items	View Form	Delete	Cancel	Convert To Full	Renumber	?
EZ REQ Information									
Requisition Number: HONG-EZREQ-000		Status: In Progress		Number of Items: 1					
Version: BASE		Stage: Requisition		Total Amount: \$0.00					
				Commitment: \$0.00					
General Information									
Owner: System Administrator									
Requisition Date: 09/23/2005									
Requisitioner: SYSADMIN									
Buyer: SYSADMIN									
Primary Product / Service Code:									
Originating Office: [Edit]									
Payment Office: [Edit]									
Site: COTS									
Is this an IT-related purchase? No									
Requested By:									
Phone:									
APP: (None) Associate to APP...									
Project ID:									
Project Title:									

Item Detail Page – By Dollars Selection in Qualifier Field

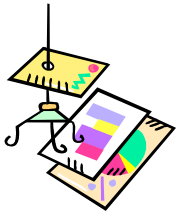
In addition, the selection **By Dollars** was added to the *Qualifier* field on the Item Detail page.

To access this page, follow these steps.

1. From the PRISM Welcome page, open or create an EZ REQ. The General Information page displays.
2. Click **Items**. The Items page displays.
3. Add or open an existing item. The Item Detail page displays.

This screen shot illustrates how this field might look on this page at your agency.

The screenshot shows the PRISM application interface. On the left is a sidebar with the PRISM logo and a yellow sticky note that says "Click Submit to save your data." The main content area is titled "EZ REQ Information" and displays details for requisition HONG-EZREQ-000, including status (In Progress), stage (Requisition), number of items (2), total amount (\$0.00), and commitment (\$0.00). Below this is the "Item Detail" section for item ABC. Fields include Item Number (2), Sub Item Number, Sequence for Sub Number, and a Description text area. The "Qualifier" dropdown menu is highlighted with a red oval and shows "By Dollars" as the selected option. Other fields like "Unit of Issue" and "Quantity" are also visible.

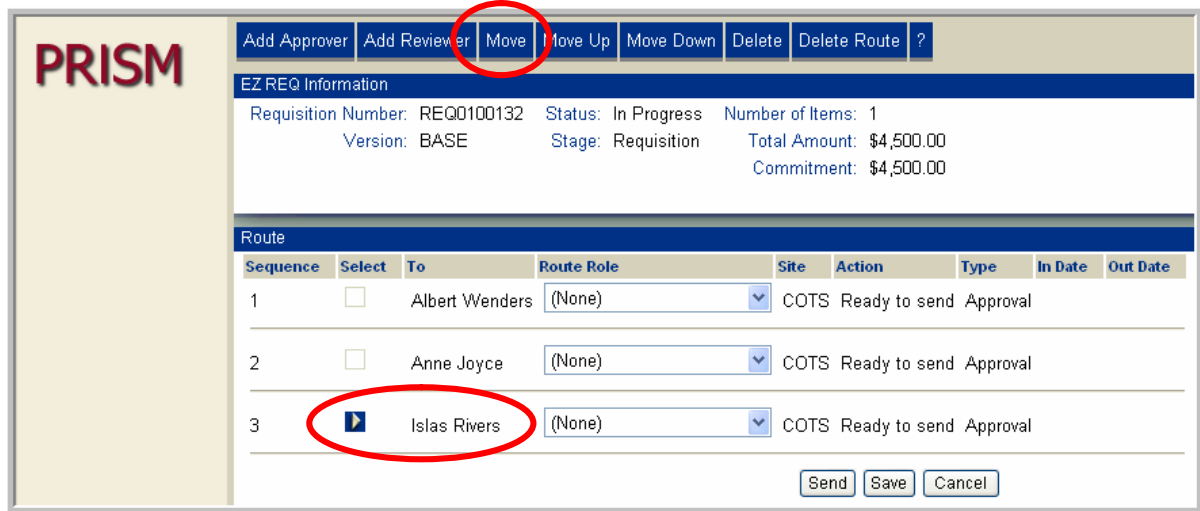


Your Notes

Routing – Move Button

PRISM has been enhanced to include the ability to move a user directly to a specific location in a route.

To move a user to a specific location higher or lower than another sequence number in the list, select the user's name in the list, then click **Move** on the blue toolbar. The Move Sequence page displays.



PRISM

Add Approver Add Reviewer **Move** Move Up Move Down Delete Delete Route ?

EZ REQ Information

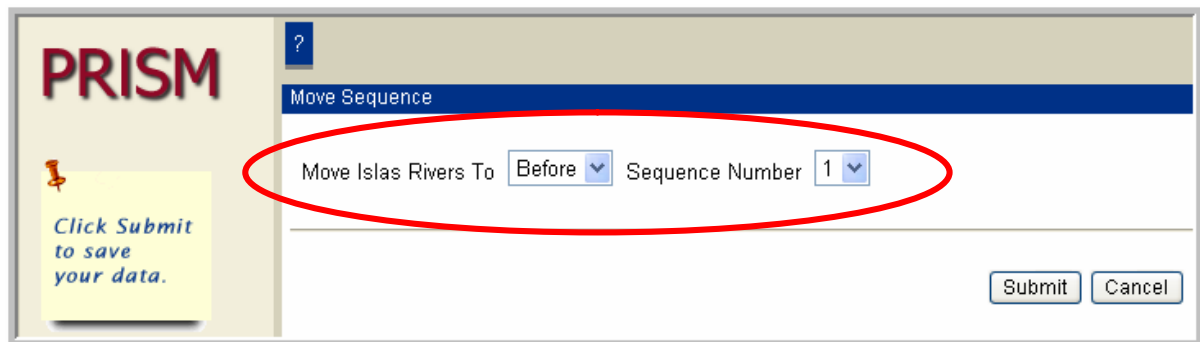
Requisition Number: REQ0100132 Status: In Progress Number of Items: 1
Version: BASE Stage: Requisition Total Amount: \$4,500.00
Commitment: \$4,500.00

Sequence	Select	To	Route Role	Site	Action	Type	In Date	Out Date
1	<input type="checkbox"/>	Albert Wenders	(None)	COTS	Ready to send	Approval		
2	<input type="checkbox"/>	Anne Joyce	(None)	COTS	Ready to send	Approval		
3	<input checked="" type="checkbox"/>	Islas Rivers	(None)	COTS	Ready to send	Approval		

Send Save Cancel

You can select **Before**, **Within**, or **After** in the *Move [name] To* field in conjunction with the *Sequence Number* field to select the location in which you want to move the approver or reviewer. In the example above, Islas Rivers was in sequence three.

In the screen shot below, Islas Rivers is going to be moved to before sequence number one.



PRISM

Move Sequence

Move Islas Rivers To Before Sequence Number 1

Click Submit to save your data.

Submit Cancel

This screen shot illustrates Islas Rivers' new position in the route.

The screenshot shows the PRISM EZ REQ Information screen. At the top, there is a navigation bar with buttons: Add Approver, Add Reviewer, Move, Move Up, Move Down, Delete, Delete Route, and a help icon. Below this is the EZ REQ Information section with the following details:

- Requisition Number: REQ0100132
- Status: In Progress
- Number of Items: 1
- Version: BASE
- Stage: Requisition
- Total Amount: \$4,500.00
- Commitment: \$4,500.00

Below the information is a table titled "Route". The table has columns: Sequence, Select, To, Route Role, Site, Action, Type, In Date, and Out Date. The first row is highlighted with a red oval, indicating Islas Rivers as the first in the route.

Sequence	Select	To	Route Role	Site	Action	Type	In Date	Out Date
1	<input checked="" type="checkbox"/>	Islas Rivers	(None)	COTS	Ready to send	Approval		
2	<input type="checkbox"/>	Albert Wenders	(None)	COTS	Ready to send	Approval		
3	<input type="checkbox"/>	Anne Joyce	(None)	COTS	Ready to send	Approval		

At the bottom right of the table are buttons: Send, Save, and Cancel.

Requisition Package – Create From Navigator

PRISM has been enhanced to enable you to create documents from a released requisition package.

To create a document from a released requisition package, follow these steps.

1. From the PRISM Welcome page, open a released requisition package.
2. Click **Navigator** on the left menu. The Navigator page displays.

The screenshot shows the PRISM Requisition Package Navigator menu. The menu is titled "PRISM Requisition Package" and lists the following options:

- Main
- Items
- Vendors
- Templates
- Package** (highlighted with a red box)
- Supporting Docs
- Validations
- Route History
- Status History
- Notifications
- Ownership
- Navigator** (highlighted with a red box)
- Return to Query
- Return to Home

3. Click **Create** on the blue toolbar. The Document Create page displays.

PRISM

Requisition Package

Main
Items
Vendors
Templates
Package

Create

Requisition Package

Requisition Number: DUPLICATE-01-005	Status: Released	Number of Items: 0
Version: BASE	Stage: Award	Total Amount: \$0.00
	Net View: Off	Commitment: \$0.00

Navigator

APP

4. On the Document Create page:

PRISM

Document Create

Document Type

BPA

Create From

Requisition Package: 01-005

BPA Numbering Options

☒ System Generated:

☐ Manual Entry:

Section Template

(None)

Package Body

Do Not Copy

Continue Cancel

- a. In the *Document Type* field, type or select the document you want to create from your requisition package.
 - b. According to the document type you selected in step 4a, fill out the rest of the fields on this page as per your agency's business practices, and click **Continue**. The General Information page displays.
5. Continue with the standard process for creating a document in PRISM.

Other

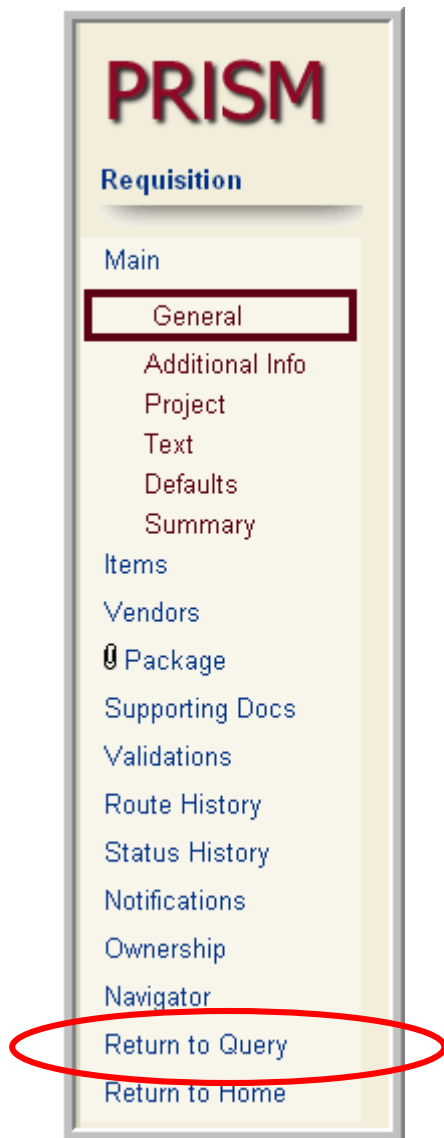
This section covers other enhancements and changes included in PRISM 5.0, Service Pack 5.

Query Enhancements

The PRISM query feature has been enhanced. You can now click **Return to Query** on the left menu to return to the query page after you access documents returned in a query. Additionally, a **Print** button has been added to the blue toolbar, to enable you to print the list of items returned in your query.

Return to Query

This screen shot illustrates how this new menu option might look at your agency.

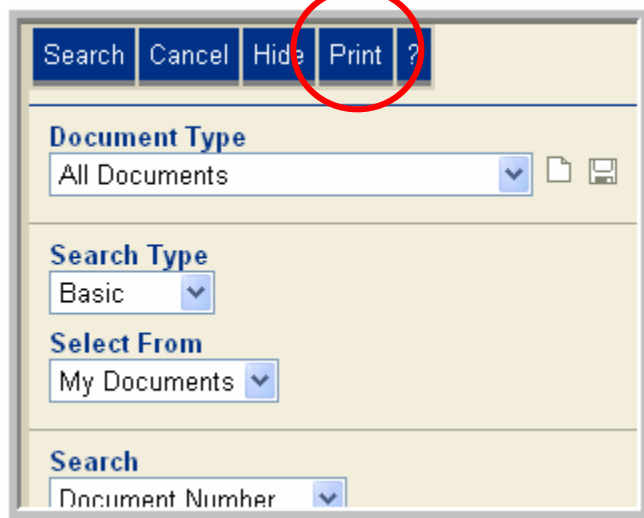


Additionally, when you return to the query page, the last document you selected is highlighted on the document selection page, as illustrated in the screen shot below.

Document Selection								
Document Number	Document Type	View Line Items	Document Date	Owner	Site	Status	Status Date	
SOL4U2614A	Solicitation	Y	09/22/2005	Administrator, System	COTS	Released	09/22/2005	
REQ4-U2-537F	Requisition	Y	09/22/2005	Administrator, System	COTS	Released	09/22/2005	
REQ4-U2-537E	Requisition	Y	09/22/2005	Administrator, System	COTS	Released	09/22/2005	
REQ4-U2-537D	Requisition	Y	09/22/2005	Administrator, System	COTS	Released	09/22/2005	
REQ4-U2-537C	Requisition	Y	09/22/2005	Administrator, System	COTS	Released	09/22/2005	
REQ4-U2-537C	Milestone Plan			Administrator, System	COTS	Not Baselined		
REQ4-U2-537B	Requisition	Y	09/22/2005	Administrator, System	COTS	Released	09/22/2005	
REQ4-U2-537B	Milestone Plan			Administrator, System	COTS	Not Baselined		
REQ4-U2-537A	Requisition	Y	09/22/2005	Administrator, System	COTS	Released	09/22/2005	
REQ4-U2-537A	Milestone Plan			Administrator, System	COTS	Not Baselined		

Print Query

This screen shot illustrates the new Print button on the query pages.



The screenshot shows a query interface with a toolbar at the top containing buttons for 'Search', 'Cancel', 'Hide', 'Print', and a help icon. The 'Print' button is circled in red. Below the toolbar, there are several sections: 'Document Type' with a dropdown menu set to 'All Documents'; 'Search Type' with a dropdown menu set to 'Basic'; 'Select From' with a dropdown menu set to 'My Documents'; and a 'Search' section with a dropdown menu set to 'Document Number'.



Your Notes

Inbox – Unread/Total

The PRISM Inbox menu has been enhanced to display both the number of unread messages and the total number of messages in that folder.

To access this menu, follow these steps.

1. From the PRISM Welcome page, click **Inbox** on the left menu, or in the top-center portion of the page under to your name where it says, “You have [number] unread messages in your Inbox.” The Documents for Approval page displays.

PRISM alerts you to unread messages, and the total number of messages in each inbox by placing numbers in parenthesis to the right of each option. If there are no unread messages, no number follows the option.

In the screen shot below, the notification feature is illustrated; there are two unread messages in the Notifications folder, and a total of two messages.

